

# ATHABASCA COUNTY

## DEVELOPMENT PERMIT APPLICATION – RULES & PROCEDURES

(For more detailed information, please refer to the [ATHABASCA COUNTY Land Use Bylaw](#))

### **READ THIS INFORMATION FIRST**

No development other than that set out in the Land Use Bylaw as not requiring a development permit shall be undertaken within Athabasca County unless a development permit has been issued and all applicable regulations in the Land Use Bylaw have been complied with.

**ANYONE PROCEEDING WITH A DEVELOPMENT WITHOUT A VALID DEVELOPMENT PERMIT DOES SO AT HIS/HER OWN RISK AND IS SUBJECT TO THE PENALTIES AND FINES OUTLINED BY THE LAND USE BYLAW AND PART 17 OF THE MUNICIPAL GOVERNMENT ACT.**

### **COMPLETING THE DEVELOPMENT PERMIT APPLICATION**

An application for development shall be made to the Planning & Development Department and shall be:

1. Accompanied by the appropriate fees set forth in the [Planning and Development Fee Bylaw](#) (effective 13/08/2019).
2. Signed by all registered owners of the property being proposed for development. See [Policy 5100](#) for details.
3. Athabasca County requires an applicant to include the following supporting information when submitting an application for a development permit:
  - a) Include a site plan sketch illustrating all relevant details to the proposed development, showing any or all of the following:
    - i) the legal description of the property;
    - ii) north point;
    - iii) property lines;
    - iv) front, side and rear yard setbacks of proposed development from property lines;
    - v) location and dimensions of existing structures in relationship to the proposed development;
    - vi) building dimensions including height;
    - vii) any easements and pipeline or utility right-of-ways (including distance from proposed development);
    - viii) access to and from the site;
    - ix) topography of the site, including creeks, ravines, low lying areas and slopes, etc.
    - x) detailed landscaping schedule including vehicle parking and provision for off street loading for commercial and/or industrial development;
  - b) State the proposed use or occupancy of the land or buildings;
  - c) State the estimated constructions costs;
  - d) State the estimated commencement and completion date;
  - e) Such other information as may be required by the Development Officer.

### **THE DEVELOPMENT PERMIT PROCESS**

1. The applicant submits the application to the Planning & Development Department along with all of the required information and applicable fee. Failure to complete the application and to supply the required supporting information will result in delays in the processing of the application or refusal.
2. The Development Authority must, within 20 days after the receipt of an application for a development permit, determine whether the application is complete. Upon receipt of a completed application for a development permit, the Development Authority then has 40 days to review the application and [make a decision](#).
3. An application for development permit shall, at the option of the applicant, be deemed to be refused when a decision thereon is not made on it by the Development Authority within forty (40) days after receipt of the application in its complete and final form by the Development Authority, and the person claiming to be affected may appeal in writing as though he had received refusal at the end of the period specified in this clause.
4. If approved under the provisions of the Bylaw, the permit does not become effective until twenty one (21) days after the notice of decision date.
5. If the development authorized by a permit is not commenced within twelve (12) months from the date of issue, and carried out with reasonable diligence, the permit is deemed to be void, unless an extension to this period is granted by the Development Authority.
6. Where an appeal is made within the twenty one (21) day period by the applicant or a person claiming to be affected by the approval or refusal of an application for development, a development permit which has been granted shall not come into effect until the appeal has been determined and the permit confirmed, modified or nullified by the appropriate appeal body.
7. If an application is refused, the applicant may exercise the right of appeal. The appeal must be in writing and in accordance with the Municipal Government Act. Please contact our office for further information on the appropriate appeal body.

**ALL INFORMATION & DESIGN CRITERIA AS IT RELATES TO THE APPLICATION FOR A DEVELOPMENT PERMIT SHALL BE IN CONFORMANCE WITH THE PROVISIONS OF THE ATHABASCA COUNTY LAND USE BYLAW.**



# DEVELOPMENT PERMIT APPLICATION

Phone: 780-675-2273 Toll Free: 1-844-662-2273 Fax: 780-675-5512

3602 – 48 Avenue, Athabasca, Alberta T9S 1M8  
[www.athabascacounty.com](http://www.athabascacounty.com)

Please read the attached instruction guidelines before completing this form. An application will only be processed if submitted in complete form and accompanied by the applicable fee. If you have any questions, please contact the Planning & Development Department.

Development Permit No \_\_\_\_\_

Tax Roll No \_\_\_\_\_

Application Date \_\_\_\_\_

<b>Applicant Contact Information (Type or Print)</b> Name: _____ Mailing Address: _____ Town/City: _____ Prov: _____ Postal Code: _____ Cell: _____ Daytime Ph: _____ Fax: _____ Email: _____	<b>Property Owner Contact Information (if different from Applicant)</b> Name: _____ Mailing Address: _____ Town/City: _____ Prov: _____ Postal Code: _____ Cell: _____ Daytime Ph: _____ Fax: _____ Email: _____
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Qtr	Sec	Twp	Rg	W4	Plan	Block	Lot
Rural/Civic Address					Property Size	Community	
Current Use of Land or Buildings					Proposed Use of Land or Buildings		
The land is adjacent to:    A Primary Highway    A Secondary Highway    A Municipal Road    A Subdivision Road							

**Type of Development Proposed:**     Residential     Recreational     Commercial     Industrial     Agricultural

Dwelling Size: _____	Accessory Building _____ x _____	<input type="checkbox"/> Minor Home Business <input type="checkbox"/> Major Home Business <input type="checkbox"/> Natural Resource Extraction <input type="checkbox"/> Commercial/ Industrial <input type="checkbox"/> Sign Size _____ x _____ <input type="checkbox"/> Other (Specify) _____ <input type="checkbox"/> Variance Request - _____
<input type="checkbox"/> 1 Storey <input type="checkbox"/> 2 Storey Ht _____ <input type="checkbox"/> On-Site Construction <input type="checkbox"/> Modular Home <input type="checkbox"/> Manufactured Home    Year _____	<input type="checkbox"/> 1 Storey <input type="checkbox"/> 2 Storey Ht _____ <input type="checkbox"/> Attached Garage <input type="checkbox"/> Detached Garage <input type="checkbox"/> Shop Building _____ x _____ Ht <input type="checkbox"/> Shed _____ x _____ Ht <input type="checkbox"/> Deck _____ x _____ <input type="checkbox"/> Other _____	
Serial No. _____	# of Dwellings on the Property _____	
<input type="checkbox"/> Addition Size: _____ x _____		

Building Drawings Submitted     Site Plan Submitted    Estimated Value of Development: \$ \_\_\_\_\_

Construction Start Date: \_\_\_\_\_    Completion Date: \_\_\_\_\_

**I/We hereby declare that the above information is, to the best of my/our knowledge, factual and correct and hereby give my/our consent to allow all authorized persons the right to enter the above land and/or buildings for the purpose of investigation and enforcement related to this development.**

Signature of Applicant(s) \_\_\_\_\_ / \_\_\_\_\_

Signature of Owners(s) \_\_\_\_\_ / \_\_\_\_\_

Personal Information required on this application form is collected under the authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act (the "FOIP Act"). Your personal information will be used to process your application. Please be advised that your name, address and details related to your permit will be disclosed to the Alberta Safety Codes Authority for the purpose of compliance with the Safety Codes Act. Disclosure of your personal information is completed under the authority of section 40(1)(c) of the FOIP Act.

FOR OFFICE USE ONLY		
Decision & Dates	Zoning	Fees
<input type="checkbox"/> Approved <input type="checkbox"/> with Conditions <input type="checkbox"/> Refused <input type="checkbox"/> Appealed <input type="checkbox"/> Decision Date: _____	<input type="checkbox"/> District _____ <input type="checkbox"/> Division Number: _____ <input type="checkbox"/> Permitted Use <input type="checkbox"/> Discretionary Use <input type="checkbox"/> Variance <input type="checkbox"/> Prohibited	<input type="checkbox"/> Fee: _____ <input type="checkbox"/> Date Paid: _____ <input type="checkbox"/> Payment Type <input type="checkbox"/> Cash <input type="checkbox"/> Debit <input type="checkbox"/> MC <input type="checkbox"/> Visa <input type="checkbox"/> Cheque <input type="checkbox"/> Receipt Number: _____



# DEVELOPMENT PERMIT APPLICATION - SITE PLAN SKETCH

1/4 \_\_\_\_\_ Sec \_\_\_\_\_ Twp \_\_\_\_\_ Rg \_\_\_\_\_ W4

Plan \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Rural/Civic Address: \_\_\_\_\_

## Please indicate the following items on the sketch:

- Location and Use of Existing Buildings
- Location and Use of Proposed Buildings
- Distances from buildings to ALL property lines & each other
- Location of Driveway or Access to Road
- Location and Type of Public Roads & Highways

- Location of Existing Private Sewage Disposal System Components
- Drainage, Grading, and Landscaping
- Lakes, Sloughs, Bush Areas, Rivers, Streams etc.
- Pipelines, Right-of-Ways or Easements

	N	
W		E
	S	

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Before submitting the Application, use this checklist to ensure the application is complete. Submitting an incomplete application will slow down the review and approval process.**

**The following information is REQUIRED on the Application for a Development Permit:**

- Land Information – Legal land description (include Lot, Block, Plan)
- Applicant Information and Property Owner information (if different from applicant)
- Lot Area (size of lot/property )
- Proposed Use of Land/Building (residence, garage, etc.)
- Type of Development Proposed
- What type of roadway(s) is the land adjacent to
- Square footage or dimension of building including building height
- Estimated Commencement and Completion dates of the development
- Estimated Value of Development
- Date of Application
- Signature of Applicant(s)
- Signature of all Registered Landowners ([Policy 5100](#))

**A “Site Plan” sketch is to include the following:**

- Location and Use of Existing Buildings
- Location and Use of Proposed Buildings
- Distances from Buildings to ALL Property Lines & Each Other
- Location of Driveway or Access to Road
- Location and Type of Public Roads & Highways
- Location of Existing Private Sewage Disposal System Components
- Drainage, Grading, and Landscaping (if required)
- Distances to nearby water-bodies sloughs, bush areas, rivers, streams etc.
- Pipelines, Right-of-Ways or Easements

**A “completed” application includes the forms filled out, including signatures of ALL registered owners, the complete site plan, fees and any other information the development authority deems necessary to make an informed decision.**